

# CANCELLATIONS AND REFUNDS

Partial refunds are only made in cash in the school. If this is not an option for you, we can provide online classes instead.

To apply for a tuition refund, the student, or the agent, must submit written notice of withdrawal to the following e-mail: [info@lingualatinaes.com](mailto:info@lingualatinaes.com)

## 1. Effective before the start date If a student cancels its cou

- ✓ If a student cancels its course 30 days or more before its course's commencement date, all fees will be refunded.
- ✓ If a student cancels its course less than 30 days before its course's commencement date, a cancellation fee of 25% of tuition fees will apply.
- ✓ If a student cancels its course 7 days or less before its course's commencement day, the school will retain 30% of the tuition and refund the difference to the student.

## 2. Effective after the start date

- ✓ If a student cancels within 10% of the course time period for which he/she has registered, the school will refund 60% of all tuition fees paid under the contract.
- ✓ If a student cancels within 30% of the course time period, the school will refund 40% of all tuition fees paid under the contract.
- ✓ No refund will be paid if a student cancels (or is dismissed) when 30% or more of the course has been completed.

# PRICING AND PAYMENTS

**The total value of the package must be paid in advance, otherwise, each hour of class will be charged individually at full price.**

Payment for the following week's class must be received by Friday 3 pm.

**Pricing is subject to change. You may secure the current price and avoid future price increases by paying the full course amount in advance.**

If a student books classes and the price subsequently rises, additional classes will be charged at the new rate.

**If classes are not taken within 1 month after start date, they will be forfeited. 1 hour of class= 55 minutes.**

Transaction fee for payments made with credit/debit card= 5.6%

# ATTENDANCE AND RESCHEDULING

## 1. Online, Private classes and Private groups:

- ✓ Class changes must be advised with a minimum of 24 hour notice, otherwise the class will be forfeited.

## 2. Group classes:

- ✓ attendance for the full week is the student's responsibility. Once classes have commenced, missed days cannot be refunded, rescheduled, or transferred to another prior of time or to another person.

Only emergencies supported with formal written documentation will be taken into consideration for a refund or transfers.

Group classes go ahead with 3 students or more. If you booked group classes and are the only student that week you will be offered private classes at 60% the number of hours (12 hours of private classes instead of 20 hours of group classes). If there are two students you'll be offered a private closed group of 75% of hours (15 hours of private classes instead of 20 hours of group classes).

**Packages of Online, Private, and Private Group classes are valid for ONE month after start date.  
One hour of class= 60 minutes.**

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